

Job Description

Job title	Cover Supervisor	Grade	LBR5
School	Oaks Park High School		
Reports to	Deputy Headteacher		
Responsible for	N/A		
Purpose of job			
<ul style="list-style-type: none"> ● To provide short term absence cover under the direction of the Deputy Headteacher. ● To be available to support teaching staff who undertake educational visits. 			
Main duties and responsibilities			
<ul style="list-style-type: none"> ● Provide short term absence cover as required. ● Participate in educational visits. ● Liaise with Team Leaders to ensure that appropriate work is set for classes. ● Ensure that the school's behaviour policy is followed. ● Ensure that appropriate school policies are adhered to including Health and Safety. ● Cover Registration periods as required. ● Undertake clerical duties when requested. ● Invigilate internal and external examinations as and when required. 			



General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment.



Person Specification

Job Title	Cover Supervisor	Grade	LBR5
School	Oaks Park High School		
Education and Qualifications:			
<ul style="list-style-type: none"> ● Good numeracy and literacy skills (Equivalent to Level 2) 			
Experience/Knowledge/Skills:			
<ul style="list-style-type: none"> ● Enthusiastic and hardworking. ● Able to maintain good relationships with staff and students. ● Experience of working with young people. ● Flexible and able to cope with the demands of a large comprehensive school. ● Work constructively as part of a team. ● Able to work on own initiative. ● Able to use IT effectively. 			
Other job requirements:			
<ul style="list-style-type: none"> ● Enhanced DBS check. 			